



VOICE CONNECT

INTEGRATED COMMUNICATION SPECIALISTS

VCSMS Bulk Preset User Guide

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ISV/Software Solutions



INVESTORS
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CONTENTS

1	Introduction	3
2	Bulk Preset (SMS text message facility)	4

1 Introduction

The **www.vcsms.co.uk** website provides the following three types of SMS text message facility.

- (1) **Single** message to one or more recipients. This is the default SMS text message facility that the website presents to you as you log in. It looks and operates like email, except that you specify phone numbers rather than email addresses. You can specify more than one phone number for a message, to send the message to more than one recipient.

The screenshot shows the 'Text2Prompt' website interface for sending a 'New Text Message'. The header includes the site name and a welcome message for 'Voice Connect Ltd (Engineering)'. A navigation bar contains links: Home, **New**, Inbox, Sent Items, Contacts, Your Account, SMSDesk, Contact Us, and Log off. Below this, a sub-navigation bar shows 'Single', 'Bulk', and 'Bulk Preset'. The main form area is titled 'New Text Message'. It features a 'Branch' dropdown menu with '447797805450' selected. To the right, a note says 'Click on an entry to add that recipient to your message' with a link 'Click here to edit your contacts'. The 'To:' field is labeled '(Each entry should be separated by a semi colon)' and has a text input area with a vertical scrollbar. Below it is a 'Message:' text input area, also with a scrollbar. A character count '160 (1 message)' is shown. The 'When:' section has two radio buttons: 'Send now' (selected) and 'Delayed until ...'. The 'Delayed until ...' section includes dropdowns for day (5), month (June), year (2009), day of month (13), and hour (00). A 'Send Message' button is at the bottom, along with a 'Delivery Status >' link.

- (2) **Bulk** message to many recipients. This is similar to the **Single** message facility except that you do not specify the recipients' mobile phone numbers with the message. Instead, you create a text file that contains all the recipients' mobile phone numbers, with each number on a separate line. You can create this with a text editor such as Microsoft Windows Notepad. The website displays an example of such a text file.

The screenshot shows the 'Text2Prompt' website interface for sending a 'Bulk Text Message'. The header and navigation bars are identical to the 'New Text Message' form. The main form area is titled 'Bulk Text Message'. It features a 'Branch' dropdown menu with '447797805450' selected. To the right, instructions state: 'In order to send a bulk message select the branch that you require and type in the message that you wish to go to all recipients. Then prepare a file with a single phone number on each line of the file. You can create this file in notepad (but not Word as this adds formatting to the file). Here is an example of a file :'. Below this, a 'File with destination numbers' text input field is shown with a 'Browse...' button. A 'Send' button is at the bottom. To the right, a screenshot of a Notepad window titled 'numbers.txt - Notepad' is shown, displaying three phone numbers: '07779888777', '07789777666', and '0778555444'. Below the Notepad screenshot, text says: 'Then select your prepared file using 'Browse ...' and then press the Send button.'

- (3) **Bulk Preset** messages to many recipients. See the following Section 2 (Page 4).

2 Bulk Preset (SMS text message facility)

This is similar to the **Bulk** message facility, but enables you to personalise each message with, for example, the recipient's name. It operates in a similar manner to the mail-shot / mail-merge facility of a word processor application such as Microsoft Word. You first create a template message and a Comma Separated Values (CSV) text file that includes mobile phone numbers and other associated information such as the recipients' names. You then merge the two to create a set of similar but personalised SMS text messages. The easiest way to create a CSV file is to create a list in a spreadsheet application such as Microsoft Excel and then export it as a CSV file. The following are examples of a template message and an associated Excel file. In the template message %2, %3, %4 and %5 are replaced by the values in the second, third, fourth and fifth columns of the CSV text file. %1 is replaced by the value in the first column, which is the telephone number to which the SMS Gateway (the VCSMS website) sends the message.

Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.

Mobile	Name	Venue	Date	Time
07777111111	Johann Strauss	Newtown North	Monday 8 June 2009	9:00am
07777222222	Johannes Brahms	Newtown South	Tuesday 9 June 2009	10:00am
07777333333	Franz Liszt	Newtown West	Wednesday 10 June 2009	11:00am
07777444444	Robert Schumann	Newtown East	Thursday 11 June 2009	2:00pm
07777555555	Gustav Mahler	Newtown Central	Friday 12 June 2009	3:00pm

Do the following procedure.

- (1) Select **Bulk Preset**. The VCSMS website displays the following view.

The screenshot shows the 'Text2Prompt' website interface. At the top, it says 'Welcome Voice Connect Ltd (Engineering)'. Below this is a navigation bar with links: Home | **Now** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off. Below the navigation bar is a sub-navigation bar with links: Single | Bulk | **Bulk Preset**. The main content area contains the following text: 'From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button.' Below this is another line of text: 'When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.' There are two input fields: 'Select the CSV file:' with a 'Browse...' button, and 'Select the message:' with a dropdown menu and an 'Edit' button. At the bottom of the form is a 'Next' button.

- (2) Click the **Edit** button.

Edit

- (3) The VCSMS website displays the following view.

Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off

Single | Bulk | **Bulk Preset**

[Return to Bulk Message screen](#)

This page will allow you to edit the message that goes out to your recipients. To create a new message press 'New ...'. To edit an existing message please press 'Edit' next to the appropriate message. To delete a preset message press 'DEL'.

Message Ref	Message	Edit	Delete
You currently have no messages.			

[New ...](#)

- (4) Click the **New** button.

[New ...](#)

- (5) The VCSMS website displays the following view.

Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off

Single | Bulk | **Bulk Preset**

Reference : New

Column number that contains mobile number to send the message to :

Does the CSV contain a header line? ☐

Please enter the message in the following box. In order to include data from your CSV file please enter a % followed by the column number. e.g. You have an appointment at %2

[Cancel](#) [Update](#)

- (6) Key in the details of the message (template) as described on screen. Click in the **Does the CSV contain a header line?** check box, so that it contains a tick, if there is a header line with column titles as shown in the example at the beginning of Section 2 (Page 4).

Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off

Single | Bulk | **Bulk Preset**

Reference : New

Column number that contains mobile number to send the message to :

Does the CSV contain a header line? ☒

Please enter the message in the following box. In order to include data from your CSV file please enter a % followed by the column number. e.g. You have an appointment at %2

[Cancel](#) [Update](#)

- (7) Click the **Update** button.

Update

- (8) The VCSMS website displays the following view.

The screenshot shows the 'Text2Prompt' interface for 'Bulk Preset'. At the top, there's a navigation bar with links: Home, **New**, Inbox, Sent Items, Contacts, Your Account, SMSDesk, Contact Us, and Log off. Below this is a sub-navigation bar with Single, Bulk, and **Bulk Preset**. A button 'Return to Bulk Message screen' is on the right. A text block explains the page's purpose: 'This page will allow you to edit the message that goes out to your recipients. To create a new message press 'New ...'. To edit an existing message please press 'Edit' next to the appropriate message. To delete a preset message press 'DEL'.' Below this is a table with columns: Message Ref, Message, Edit, and Delete. The table contains one row with Message Ref '66' and Message 'Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.' The Edit button is labeled 'Edit' and the Delete button is labeled 'DEL'. A 'New ...' button is at the bottom.

Message Ref	Message	Edit	Delete
66	Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.	Edit	DEL

- (9) Repeat Steps (4) to (8) as required.

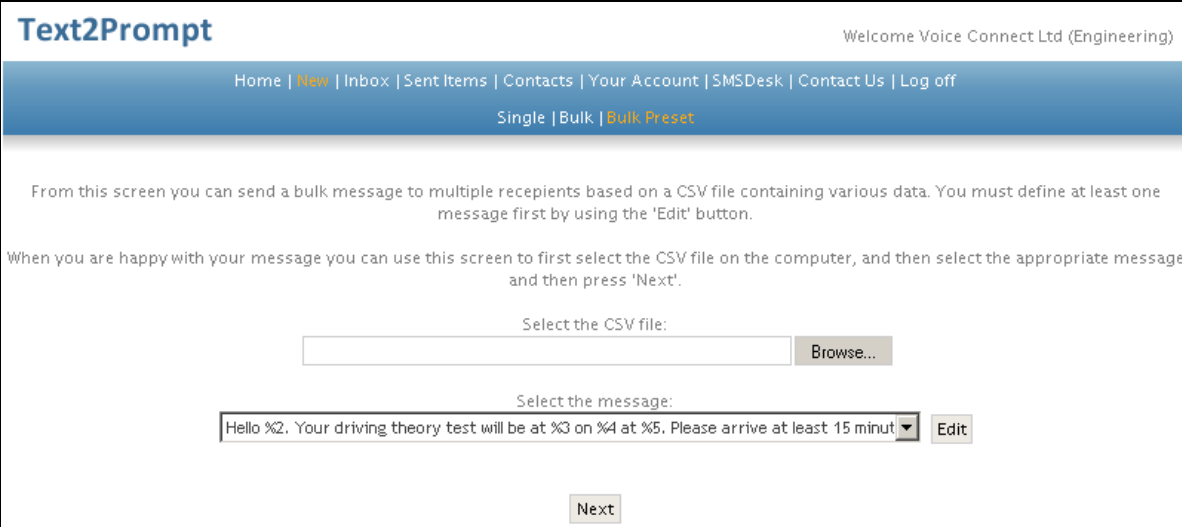
This screenshot is similar to the previous one but shows three message entries in the table. The messages are for driving theory, practical, and advanced driving tests, each with a 15-minute or 30-minute arrival notice. The table structure and navigation elements are identical to the previous screenshot.

Message Ref	Message	Edit	Delete
66	Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.	Edit	DEL
67	Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.	Edit	DEL
68	Hello %2. Your advanced driving test will be at %3 on %4 at %5. Please arrive at least 30 minutes before it starts.	Edit	DEL

- (10) Click the **Return to Bulk Messaging screen** button.

Return to Bulk Message screen

- (11) The VCSMS website displays the **Bulk Preset** view again.



Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | [New](#) | [Inbox](#) | [Sent Items](#) | [Contacts](#) | [Your Account](#) | [SMSDesk](#) | [Contact Us](#) | [Log off](#)

Single | Bulk | **Bulk Preset**

From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button.

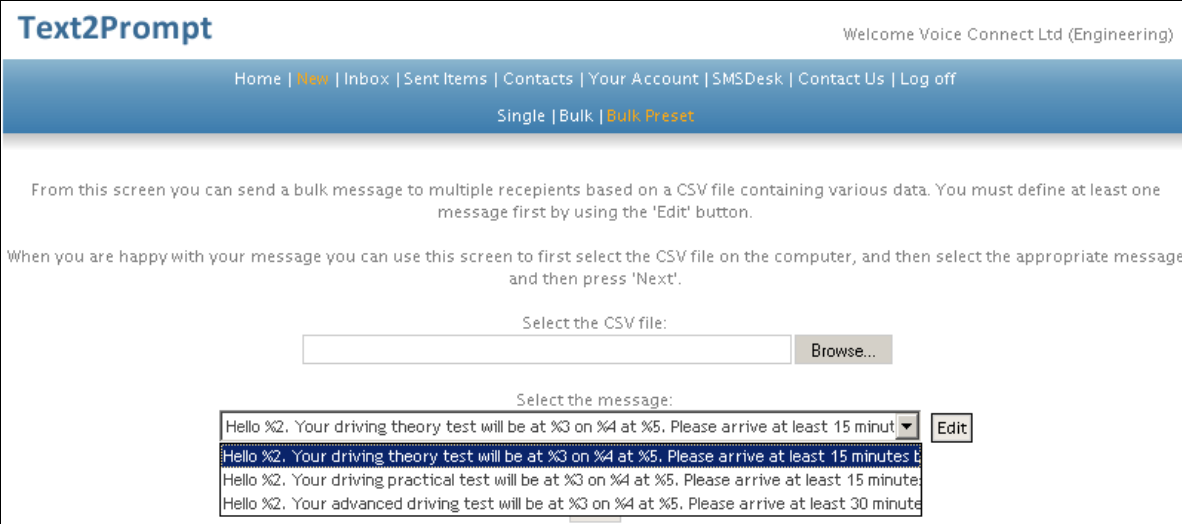
When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.

Select the CSV file: [Browse...](#)

Select the message: Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5. [Edit](#)

[Next](#)

- (12) Click the pull down menu button, to the left of the **Edit** button and select the appropriate message.



Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | [New](#) | [Inbox](#) | [Sent Items](#) | [Contacts](#) | [Your Account](#) | [SMSDesk](#) | [Contact Us](#) | [Log off](#)

Single | Bulk | **Bulk Preset**

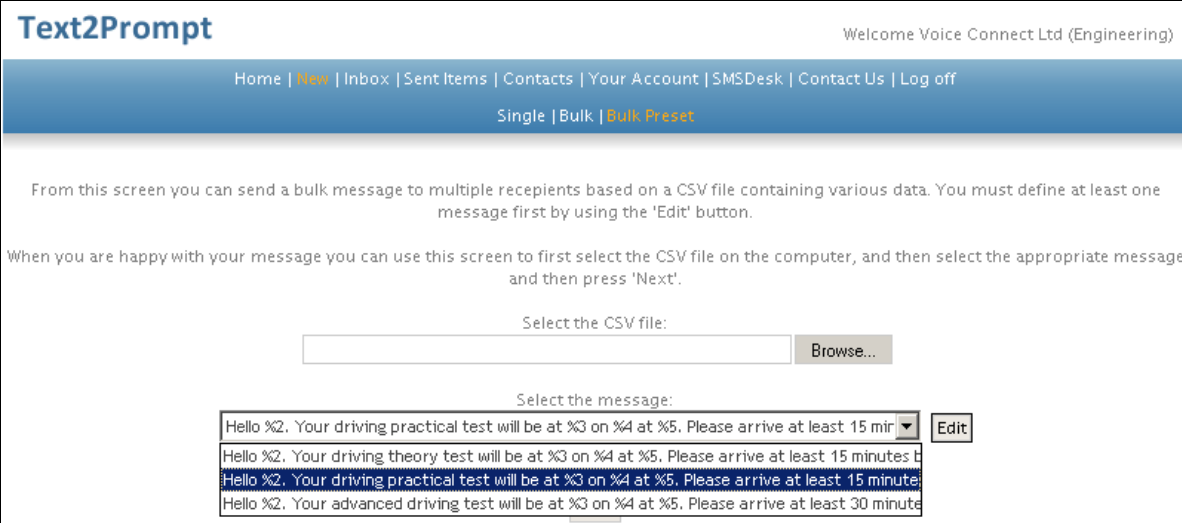
From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button.

When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.

Select the CSV file: [Browse...](#)

Select the message: Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5. [Edit](#)

Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your advanced driving test will be at %3 on %4 at %5. Please arrive at least 30 minutes before %5.



Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | [New](#) | [Inbox](#) | [Sent Items](#) | [Contacts](#) | [Your Account](#) | [SMSDesk](#) | [Contact Us](#) | [Log off](#)

Single | Bulk | **Bulk Preset**

From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button.

When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.

Select the CSV file: [Browse...](#)

Select the message: Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5. [Edit](#)

Hello %2. Your driving theory test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before %5.
Hello %2. Your advanced driving test will be at %3 on %4 at %5. Please arrive at least 30 minutes before %5.

Text2Prompt Welcome Voice Connect Ltd (Engineering)

Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off

Single | Bulk | **Bulk Preset**

From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button.

When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.

Select the CSV file:

Browse...

Select the message:

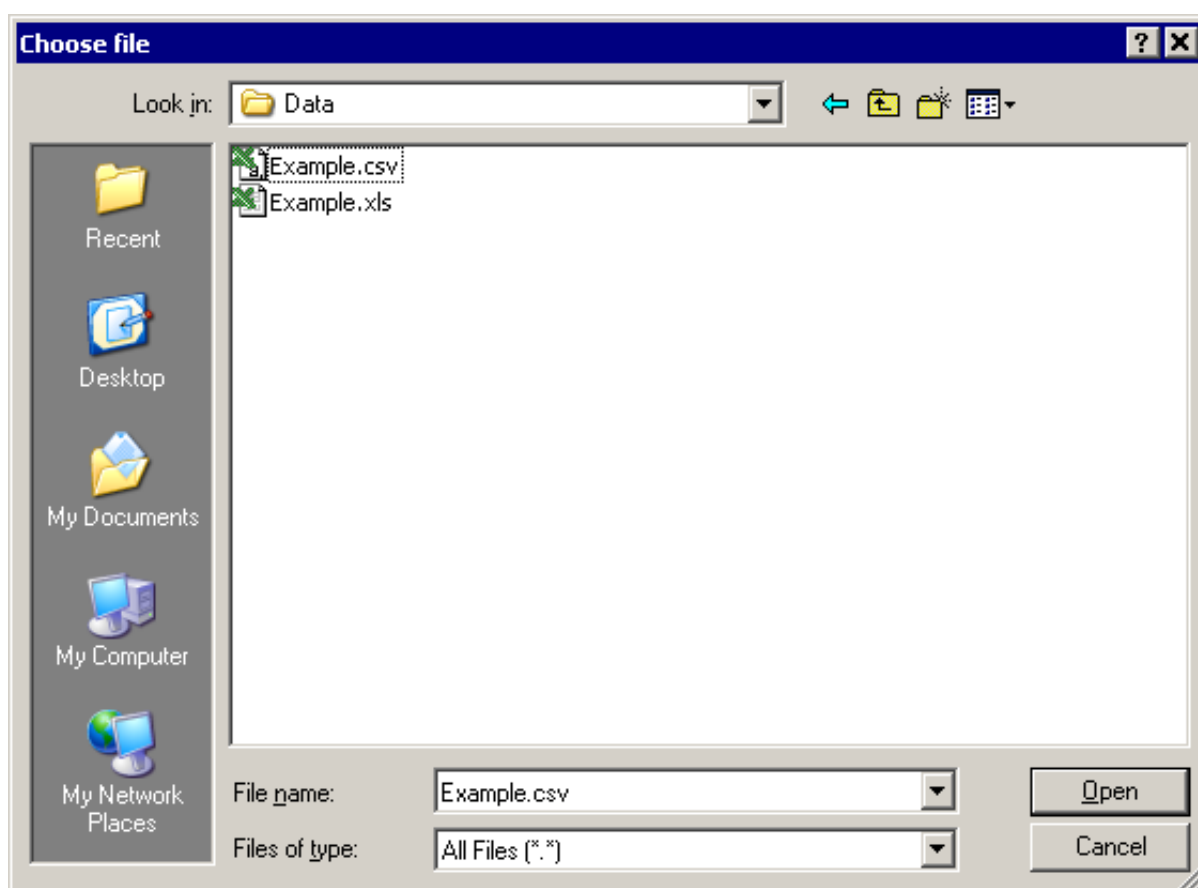
Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 mir **Edit**

Next

- (13) Click the **Browse** button.



- (14) The VCSMS website displays the following **Choose file** browser window. Select a CSV file and click the **Open** button.



- (15) The VCSMS website displays the **Bulk Preset** view, now showing the selected CSV file.

The screenshot shows the 'Text2Prompt' website interface. At the top, there's a navigation bar with links: Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off. Below this is a sub-navigation bar with links: Single | Bulk | **Bulk Preset**. The main content area contains instructions: 'From this screen you can send a bulk message to multiple recipients based on a CSV file containing various data. You must define at least one message first by using the 'Edit' button. When you are happy with your message you can use this screen to first select the CSV file on the computer, and then select the appropriate message and then press 'Next'.' Below the instructions, there are two input fields. The first is labeled 'Select the CSV file:' and contains the text 'H:\WORK\Documentation\Work\VCSMS\Data\Example.csv' with a 'Browse...' button next to it. The second is labeled 'Select the message:' and contains a dropdown menu with the text 'Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 mir' and an 'Edit' button. At the bottom center, there is a 'Next' button.

- (16) Click the **Next** button.

Next

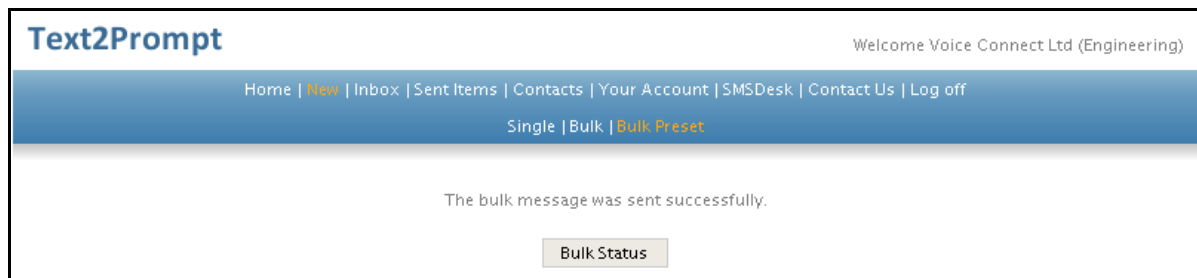
- (17) The VCSMS website displays the following view, which shows the first text message as an example. This is so that you can check that the template message and the CSV file correctly merge, to produce the messages that you require.

The screenshot shows the 'Text2Prompt' website interface. At the top, there's a navigation bar with links: Home | **New** | Inbox | Sent Items | Contacts | Your Account | SMSDesk | Contact Us | Log off. Below this is a sub-navigation bar with links: Single | Bulk | **Bulk Preset**. The main content area contains instructions: 'Please check the following details carefully. An example of a message produced from this file / message is as follows: Hello Johann Strauss. Your driving practical test will be at Newtown North on Monday 8 June 2009 at 9:00am. Please arrive at least 15 minutes before it starts. and would be sent to the following mobile number: 447777111111 and would go through the following branch: 447797805450'. Below the instructions, there is a dropdown menu with the text '447797805450'. At the bottom, there is a question 'Are you sure you wish to send this bulk message?' and two buttons: '< Cancel' and 'Send >'. The 'Send >' button is highlighted.

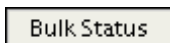
- (18) Click the **Send >** button.

Send >

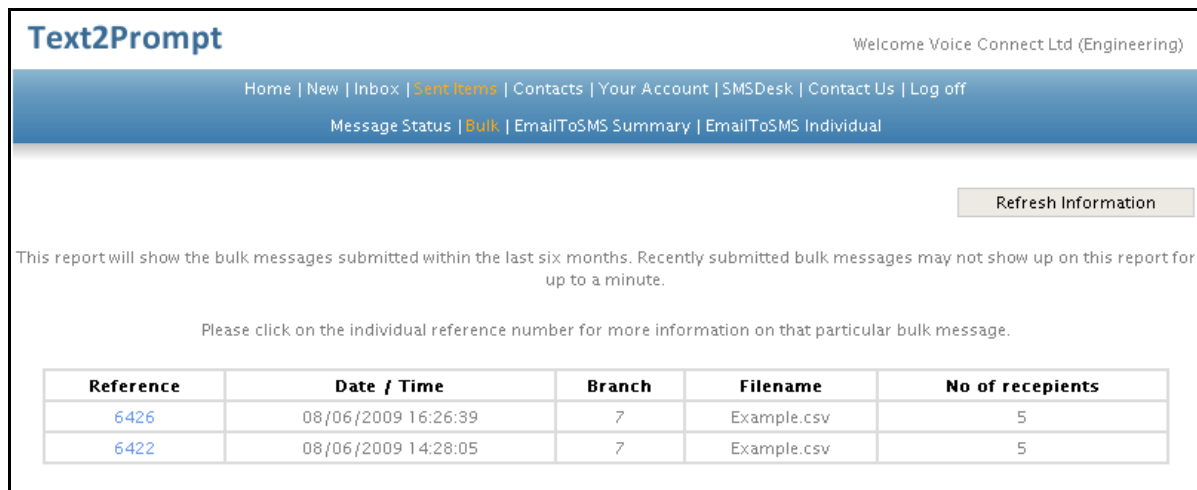
- (19) The VCSMS website displays the following view.



- (20) Click the **Bulk Status** button.



- (21) The VCSMS website displays a view similar to the following, which shows a summary of the bulk messages you have sent.



- (22) If it does not display the latest bulk message, wait a minute and click the **Refresh Information** button.

